

WORKPLAN

1. Title

a. Proposed formal title of collection:

George and Ira Gershwin Collection

b. Title of collection as it will appear on folder stamp:

Gershwin Collection

2. Arrangement

List the series in the collection on the table below in their proposed order, and indicate the optimal hierarchical arrangement of each. Sort #1 represents the first principle of organization to be applied within that series, sort #2 represents the next level on the hierarchy, and sort #3 represents the third. Not all series will have as many as 3 levels, but some will have more; the greatest level of detail need not be listed here. If two subseries within a series operate on different principles of organization, list separately the levels of each subseries.

Keep in mind that the organization described here is the intellectual order (i.e., as materials will be listed in the finding aid); the physical ordering of materials, while adhering to the intellectual order as much as possible, will ultimately be determined by size and housing concerns.

Do not hesitate to annotate freely within the chart to explain exceptions or special concerns.

<i>Series or Subseries</i>	<i>Lin.Ft.</i>	<i>Sort #1</i>	<i>Sort #2</i>	<i>Sort #3</i>
Music - Notebooks, exercises	1	Chronological		
Music - Stage, film	8	Alphabetical by show title	Alphabetical by selection title	
Music - Concert	4	Alphabetical by title		
Correspondence	2	Alphabetical by name of correspondent	Chronological	
Biographical materials (books, articles)	2	Re: GG Re: IG	Chronological	
Legal documents	1	Alphabetical by project	Chronological	
Photographs	2	Taken by GG Of GG (including others) Of others (without GG) Owned by GG		
Realia	1			
Miscellany	3	Chronological		

3. *Physical Processing*

- a. Estimate the amount of technical assistance that will be required, and approximately when.

No. of technicians, full-time: 1 When: April-June 1995

No. of technicians: hrs./wk.:

- b. If the collection is large, estimate the quantity and type of phase boxes that will be needed.

50 Sheet music

 Correspondence, letter size

3 Correspondence, legal size

2 Oversize, flat

- c. Describe any unusual or custom housings that will be needed.

- d. Describe any special preservation treatment that will be needed.

4. *Levels of Description*

Music (manuscript and printed):

 Batch description: When an item-level description of the music is inappropriate and a generic description is preferable -- e.g., Printed piano music, arranged alphabetically by composer (13 boxes).

X Item-level description: If item-level description is called for, indicate which of the following pieces of information should be captured:

 Composer

X Title

X Type of document (e.g., holograph, copyist's ms., printed, photocopy, etc.)

X Type of score (e.g., full short, condensed, piano-vocal, etc.)

X Pencil or type of ink

X No. of pages

 Other markings, etc.

X Publication information (for printed music only):

X Place

X Publisher

X Date

 Plate no.

Correspondence:

 Level 1: Bulk description, alphabetically or chronologically by letter span or date span.

 Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter.

X Level 3: Description by correspondents' names, with additional information:

Date span X

No. of items

Other non-music materials:

Specify intended levels of description for the remaining series:

<i>Series or Subseries name</i>	<i>Descriptive elements to be included in container list:</i>
Biographical materials	Author, title Place, publisher, date Annotations
Legal documents	Title of project Title of document, date
Photographs	Subject
Realia, Miscellany	Title Date (if appropriate) Author (if appropriate)

5. Cataloged Materials

If any previously cataloged materials have been deemed bona fide parts of the collection and sufficient justification can be offered for changing their current classification to that of the special collection, indicate below their current call number, the approximate number of items, and the justification for such a change of classification.

<i>Current classification</i>	<i>Approx. no. of items</i>	<i>Justification</i>
<u>ML 30.25</u>	<u>10</u>	<u>Items donated by Gershin Family; previously removed from collection and cataloged</u>

All aspects of the workplan should be considered revisable; the processing specialist should not hesitate to reconfigure the series and their order, revise the estimates of time or technical assistance needed, or otherwise amend the initial estimations. However, any significant changes should be promptly submitted to the A & P Section head for approval.

Submitted by: Raymond A. White

Date: March 15, 1993